



U.S. Department
of Transportation

Federal Aviation
Administration

Advisory Circular

Subject: NATIONALLY SCHEDULED FEDERAL AVIATION ADMINISTRATION (FAA)-APPROVED INDUSTRY-CONDUCTED FLIGHT INSTRUCTOR REFRESHER CLINICS (FIRC)

Date: **9/20/95**
Initiated by: **AFS-840**

AC No: **61-83D**
Change:

1. PURPOSE. This advisory circular (AC) provides guidance for the preparation and approval of training course outlines (**TCO**) for FAA-approved industry-conducted **FIRC**'s. It also sets forth guidelines to assist qualified sponsors/organizations in obtaining approval for the use of a designated airman certification representative (**ACR**) employed solely by the **FIRC** sponsor. Adherence to this AC provides one acceptable method to obtain approval of an **FIRC**.

2. CANCELLATION. AC ~~61-83C~~, dated October ~~25, 1988~~, is cancelled. FAA's approval of **FIRC TCO**'s now in use will not be extended beyond their stated expiration dates unless they have been subsequently approved under the provisions of this AC. As the FAA approval of current **FIRC TCO**'s expires, unless the **TCO**'s have been previously approved in accordance with guidelines in this AC, **FIRC** sponsors must submit new **TCO**'s in accordance with this AC in order to be authorized to present FAA-approved **FIRC** programs in the future. New sponsors or organizations who desire to present FAA-approved **FIRC**'s should submit their **TCO**'s to the General Aviation and Commercial Division, **AFS-800**, for review and approval consideration in accordance with paragraph **5**.

3. BACKGROUND. The FAA's Flight Instructor Refresher Program was initiated in **1965** to provide for the standardization and updating of certificated flight instructors. Instruction was provided by FAA Aeronautical Center instructors until their participation was terminated on October **1, 1977**.

Since that date, the industry has assumed responsibility for continuation of the FAA's **FIRC** program. Industry-conducted clinics now provide one acceptable means whereby the holders of valid and effective flight instructor certificates may, at the discretion of the FAA, renew their flight instructor certificates. Attendees who successfully complete the FAA-approved **FIRC** training programs update their knowledge of applicable regulations and operating procedures. **FIRC** participants also gain exposure to new or unique teaching concepts and techniques directly associated with the responsibilities of a certificated instructor. Instructors' attendance at these training programs will also provide an opportunity to meet the instructional requirements to maintain qualification as a chief flight instructor for a pilot school under Federal Aviation Regulations (FAR) Part **141**.

4. DEFINITIONS.

a. **Sponsor.** An individual or an organization holding FAA approval to conduct **FIRC** programs.

b. **TCO.** An abbreviated list of training subjects offered in any one course of instruction.

c. **Curriculum.** The overall general content of a course of instruction.

d. **Training Syllabus.** A step-by-step (building block) progression of learning with provisions for review, evaluation, and testing at prescribed stages of learning. The syllabus defines the unit of training, states by objective what the student is

expected to accomplish during the unit of training, shows an organized plan for instruction (**building-block** concept from the simple to the complex), and dictates the evaluation and/or testing process for either the unit or stages of learning.

e. Lesson Plan. The instructor's plan for teaching a unit of learning. It is a basic method of presenting an orderly flow of information to a student based on the student's way of learning.

j. Lesson. A period of instruction which imparts subject matter to the student.

g. Stage. A portion of the course consisting of a group of lessons, similar subject matter, or a particular day of instruction; i.e., day **1, 2, or 3**, versus stage **1, 2, or 3**.

h. Airman Certification Representative (ACR). An individual representing a specific **FIRC** sponsor, who is authorized to accept FAA applications for renewal of flight instructor certificates from successful graduates of that sponsor's program and issue temporary flight instructor certificates.

5. APPLICATION FOR FAA-APPROVED FIRC PROGRAMS.

a. Sponsors or organizations who desire to conduct FAA-approved FIRC programs should submit an original and one copy of the **TCO** they plan to use, accompanied by a letter expressing that intent, to the Federal Aviation Administration, General Aviation and Commercial Division, **AFS-800, 800 Independence Avenue, SW., Washington, DC 20591**. This correspondence should be submitted at least **90** days before any training under the course is planned. This is to allow adequate time for FAA's review and approval. In no case should an **FIRC** be scheduled before the receipt of the approved curriculum and cover letter from **AFS-800**.

b. Applicants are encouraged to be innovative and to explore the use of new techniques and teaching concepts as well as diversity of subject materials. However, construction of the **TCO** should follow the general guidance in this AC to ensure expeditious approval consideration. The FAA seeks to ensure **FIRC** program standardization and emphasizes the coverage of program areas believed essential to enhance the knowledge and skills of attending flight instructors.

c. At-distance learning or out-study FIRC curriculums will be considered. However, sponsors who wish to submit at-distance learning or out-study curriculums should present a clear and logical outline and description of the sequential elements of the training curriculum to be presented. Such sponsors must be prepared to provide an **800** number or evidence of facsimile capability to ensure a rapid and effective means of communications between the sponsor and enrollees to aid the enrollees in completing all approved course materials. It may be highly advantageous for a sponsor or organization who intends to submit an out-study or at-distance learning curriculum to meet with **AFS-800** in advance to discuss the proposed curriculum in detail.

d. TCO's presented for AFS-800's approval must contain a minimum of **12** hours of subject areas listed in appendix 1 and at least 4 hours of other subject areas the sponsor deems appropriate, identified clearly by title and content, to be considered for approval. Only subject areas considered applicable to the needs of flight instructors will be approved.

6. TCO STRUCTURE AND CONTENTS. **TCO's** submitted to **AFS-800** for consideration should contain at least the following information in the order outlined.

a. A cover page containing the full name and address of the FIRC sponsor/organization and the name, address, and current telephone number of a point of contact must be included. It must be followed by a table of contents with a verbatim list of all lesson plans intended to be taught during the clinic. Lesson plans representing the required subject areas of appendix 1 should be clearly identified so as to be easily recognizable in specific subject and content by the reader. A revision summary page should follow.

b. A description of classroom facilities which gives attention to adequate climate control (air conditioning/heating), lighting, seating, work areas, distraction avoidance, and noise control necessary to provide an effective training atmosphere is required.

c. A description of audiovisual aids that will be available for use including, but not limited to, chalk boards, slide and/or overhead projectors, video recorders/players, tape recorders, extension cords, mockups, aircraft components, and extra projection

bulbs, chalk, and colored markers on hand to preclude unscheduled interruptions should one or more items fail to work properly must be included.

d. The name and qualifications of the chief instructor is required. This individual should meet at least the certificate and experience requirements of a chief flight instructor that is required for an FAR Part 141 pilot school course of training leading to flight instructor certification or be otherwise qualified by a state-approving agency to teach aviation related academic subject matters at an equivalent instructional level.

e. The qualifications of other instructors, lecturers, moderators, or panelists that will be used to present the sponsor's program should follow. These persons need not be limited to certificated ground or flight instructors; however, they should be recognized experts in the subjects of their presentations or specialty areas.

f. The enrollment prerequisites for students planning to attend the sponsor's **FIRC** must be stated. Only flight instructors whose certificates have not yet expired are eligible to renew those certificates predicated on full attendance and satisfactory completion of the **FIRC** program. Once a flight instructor certificate has expired, the flight instructor must successfully accomplish a practical test for reinstatement.

g. A description of the method to be used to accomplish remedial training and/or testing for persons who score less than 70 percent on tests administered to ensure satisfactory make-up and **FIRC** course completion before a graduation certificate is issued is required. Sponsors who do not intend to provide remedial training and/or testing to such attendees should include a statement in the **TCO** presented to the effect that remedial training and/or testing will not be provided and graduation certificates will not be issued to attendees who fail to satisfactorily complete the full course requirements, including all tests administered.

h. A training program outline and record is required to ensure that each instructor, lecturer, moderator, and/or panelist to be used understands the contents of the **TCO** with respect to the course, stage, lesson objectives, completion standards, the timeframes involved, and any changes made to the **TCO**. This training is the responsibility of the chief instruc-

tor and must be satisfactorily accomplished before participation as an instructor, lecturer, moderator, and/or panelist, at least once each 12 months thereafter, and following any significant change to the **TCO**.

i. FAA participation by forum or by presentation may not exceed 2 hours maximum and is authorized only by prior agreement between the FAA representative(s) and the **FIRC** sponsor.

j. A comprehensive written test with answer key, including all source references, must be included. Test questions must be appropriate to the lesson plans and subject areas to be taught. The written test should be revised at least once during each approval period to reflect any changes made to the **TCO**. At least one test consisting of a minimum of 15 questions should be administered daily and must be administered as a closed book exam. A participant's successful completion of the **FIRC** is dependent upon a minimum score of 70 percent on each written or oral test administered.

k. A daily schedule, including the start and stop times for each lesson and the lesson title is required. The sponsor is encouraged to submit more than one program schedule to provide flexibility in the order of lesson presentation. Daily schedules that are excessively long should be avoided because they lead to fatigue or inattention by the attendees. A program consisting of 8 hours may provide for more attentiveness and better information retention than a program presented during a 12-hour day.

l. A training syllabus must be submitted. It must contain at least:

(1) A description of each lesson, both ground and/or flight, including its objectives, completion standards, and the measurable unit of accomplishment or learning to be derived from the lesson.

(2) The testing procedure, either oral or written, used to measure the student's proficiency, whether after each lesson, stage, day's end, or other unit of instruction.

(3) The time allotted for each lesson. (A lesson may be presented in increments of 1 hour; however, a minimum of 50 minutes of instruction must be presented for each program hour scheduled.)

(4) A lesson plan for each lesson in the TCO, including the objectives, content, and completion standards.

(5) The testing or proficiency evaluation means used to measure the expected learning outcomes at the completion of each lesson.

m. Each page of the TCO should be sequentially numbered or lettered, as appropriate.

n. A copy of the graduation certificate to be issued and a copy of a completion certificate, if one is to be used, must be included.

o. Each page of the TCO must contain a space at the bottom approximately 1 3/4 inches by 4 inches to accommodate an approval stamp by AFS-800.

7. TCO DEVELOPMENT. The curriculum should contain a broad outline of subject matters to be taught during the course. A minimum of 16 hours of complete lesson plans is required. However, the sponsor may elect to include additional lesson plans to provide a measure of flexibility in the program schedules to be presented.

a. Objectives. Course, stage, and lesson objectives should describe in behavioral terms what students are expected to know or be able to do at the end of a particular course, stage, or lesson.

Note: The examples provided are to be used for reference only and should not be copied verbatim.

(1) Course objectives should state in broad terms the knowledge and skill goals to be reached by the student at the end of the course.

Example: At the completion of this course, the student will be able to clearly communicate the course content and instruct pilot trainees at all certificate levels authorized.

(2) Stage objectives should be more limited and state the desired student goals in specific areas of knowledge and skill.

Example: The student will be able to pass a stage test with a score of at least 70 percent on the material covered during the preceding stage of instruction.

(3) Lesson objectives should clearly specify desired student outcomes and should be consistent with objectives of the course and stage.

Example: At the completion of this lesson, the student will be able to describe basic aerodynamic forces, including their effect on aircraft performance. The student will be able to communicate this information to trainees in a clear and concise manner.

b. Content. The content should identify the specific subject matter to be taught in developing the student's knowledge and/or skills necessary to meet the course, stage, lesson objectives, and completion standards. The content should support the objectives, be arranged in a logical learning sequence, and be attainable within estimated stage and course times for the program. Reasonable variances in the timeframe to accommodate individual learning differences and other situations that may arise from time to time should be considered when determining the adequacy of the estimated timeframes of the course, stages, and lessons. Flexibility should be built into the time allotted for each lesson presentation for this reason. FAR § 61.197(c) permits the renewal of a valid flight instructor certificate without taking the practical test if the applicant has successfully completed an FIRC program within 90 days before the application is made. The FIRC program must consist of the specified number of hours of ground and/or flight instruction and comply with acceptable teaching standards and techniques appropriate to the TCO used. For the purposes of the FIRC, an hour consists of 60 clock minutes. Each hour may include a 10-minute break after each 50-minute learning session. However, precourse registration, lunch periods, or graduation activities may not be included as part of the creditable hours of instruction under FAR § 61.197(c). The chief instructor is responsible for ensuring that all lessons are completed, the lesson objectives are achieved, and the break privileges permitted are not abused.

c. Completion Standards. The completion standards should state the observable or measurable level of knowledge and skills required of each instructor attendee at the end of the course, stage, or lesson. For example, the following statement, "The attendee must score a minimum of 70 percent on each written examination given" would combine both the observable and measurable levels of knowledge and skill.

d. Curriculum Requirements. Curriculums presented for FAA approval consideration should consist of not less than 16 hours of ground and/or

flight instruction presented in programs scheduled for not less than 2 nor more than 5 consecutive days. However, in view of recent advances in instructional technology and training techniques which may offer substantial benefits to flight instructor attendees, **AFS-800** will consider for approval on a **case-by-case basis TCO's** to be presented in excess of the above timeframes. (Additional exceptions for academic institutions and vocations schools are provided in paragraph 16c.) A minimum of **12** hours of ground instruction and **flight** instruction in this curriculum must be based on mandatory subject areas selected from those listed in appendix 1. The remaining 4 or more hours of instruction may be based on germane subject areas selected by the **FIRC** sponsor. Subjects such as "Business Aspects of Flight Instruction" and similar topics are not considered germane to the certification of flight instructors and will not be approved. The curriculum may contain "Workshops and Discussion Forums" and should be structured to reflect the high standards of excellence expected of **FIRC** program sponsors authorized to issue graduation certificates for flight instructor certificate renewals.

8. TESTING PROCEDURES. Depending on the number of attendees, the sponsor may elect to administer oral quizzes during the daily clinic sessions to gauge understanding and retention of the subject matter taught. Such quizzes must reflect the knowledge acquired and subject matter covered during the clinic presentations. At least one test consisting of a minimum of **15** questions relating to the material covered should be administered daily as a closed book written exam. Attendees should not be given the written tests and allowed to complete them during class subject sessions. Tests should not be reviewed and corrected with attendees who score less than **70** percent in order to permit them to achieve a passing score. The attendees should not be permitted to compare responses while the tests are being administered or to grade their own tests. When practicable, it may be advisable to have the attendees leave the classroom as they complete the test(s) until all attendees have completed the test(s) being given. A minimum score of **70** percent is required for satisfactory completion of each test administered. The chief instructor is responsible for ensuring that test integrity is not compromised.

9. TCO REVISION, AMENDMENT, OR DELETION,

*a sponsors or organizations approved to present **FIRC** programs* must submit all proposed changes to the **TCO** to **AFS-800** at least **45** days before their planned use. An original and one copy of the change(s), accompanied by a letter requesting approval of the change(s) should be submitted for approval consideration. The revised material may not be included in the FAA-approved **TCO** until actual receipt of the material and cover letter from **AFS-800** showing stamped approval. A change of chief instructor will require notification to **AFS-800** in accordance with the instructions contained in paragraph 13.

b. The method for revising, amending, or deleting materials in the **TCO** must:

- (1) Assure approval chronology.
- (2) Include the effective date of change.
- (3) Assure ease in identifying changed material.
- (4) Include entry of change on a revision summary page.
- (5) Include written guidance describing the revision procedure to be used by the sponsor.

10. TRAINING AIDS AUTHORIZED FOR USE. An FAA-approved **FIRC** may include the use of a variety of visual, aural, and static training aids to enhance communications and understanding between instructors and participants. Good instructional aids are devices which will assist the instructors in achieving desired goals in the **teaching/learning** processes by supporting or supplementing lesson material when used logically and intermittently. The aids used should be easily understood and compatible with the learning outcomes expected in the completion standards for the lesson. Visuals which do not appeal to the visual senses of the viewer have little value in the learning process and should not be used. Recordings of sounds should be tested in advance for correct volume and quality in the actual environment in which they are to be used and speakers should be placed so as to ensure that all students seated in the class can clearly hear the information given.

a. Visual aids used should be clearly visible to the entire class. Lettering, illustrations, and diagrams should be large enough to be seen clearly by students farthest from the aids. Colors, when used, should,

be clearly contrasted, easily visible, and arranged in accordance with color spectrum sequence recommended for visual presentations. Eye pleasing colors should be used and harsh contrasts avoided. The most common error in constructing visual presentations is to attempt to include too much information on each visual, making it difficult to read and comprehend while listening to the instructor or moderator. The best results are attained by using visuals which are simple and contain a single thought or message. For example, the reproduction of an entire sectional chart projected on a screen to emphasize the airport information block would contain too much clutter to be effective. A **followup** visual which highlights the airport data block only would be much more effective in presenting the message to the clinic attendees and should be visible from any place in the room.

b. The effectiveness of instructional aids will be judged by their organization, sequencing, logic, and overall effectiveness in obtaining the objectives and standards prescribed in the training syllabus.

c. In recent years, an abundance of excellent new materials and instructional techniques in the field of training aids has been developed. Those aids present many advantages for the **FIRC** programs. Each chief instructor should keep firmly in mind the teaching goals to be achieved. For example, presentations to flight instructor attendees should be customer focused. These presentations should be couched in terms of techniques that will help the instructor to be more effective as an instructor rather than solely as a review of the required subject matter. Therefore, the chief instructor should continuously monitor the instruction being given and the participants' progress to ensure that a quality product is being effectively delivered and that the goals and objectives of the training syllabus continue to be met.

d. A review must be conducted to ensure that the participants meet the completion standards and fully understand the material presented. Such evaluation will determine whether the participant(s) should progress to the next lesson or review the subjects or procedures previously covered. Either the chief instructor or other authorized **FIRC** representative must:

(1) personally determine through a review of the program or program element presented, that the

standards for each lesson presented have been attained; or

(2) in the case of a **TCO** presented under an extended program, personally determine and document by suitable record that the standards for each **TCO** program element have been attained.

11. GRADUATION CERTIFICATE ISSUANCE, COMPLETION CERTIFICATE ISSUANCE, RECORDS/APPLICATION TO FAA.

a. A graduation certificate is issued to an applicant who holds an unexpired flight instructor certificate and who successfully completes an **FAA**-approved **FIRC**. The organization or sponsor holding approval will ensure that, at the conclusion of each clinic, each successful graduate is issued a sequentially numbered graduation certificate containing at least:

(1) The full name and address of the organization (or sponsor) holding **FAA** approval to conduct the clinic.

(2) The full name and address of the graduate.

(3) The date of issuance.

(4) The date of expiration or a statement that the certificate expires **90** days from the date of issuance.

(5) The signature of the chief instructor.

b. A completion certificate may be issued to an attendee who is not a certificated instructor or to an instructor whose certificate has expired provided the **TCO** permits his/her attendance at the **FIRC**; however, the completion certificate should make no reference to attendance at an **FAA**-approved **FIRC** and may not be used as a basis for certificated flight instructor reinstatement.

c. The FIRC sponsor must maintain a record of the complete name and address of all attendees and whether a graduation certificate was issued or denied. If a certificate was denied, the reason for the denial must be recorded. This record must be maintained for a period of at least **12** months.

d. Acceptance of a graduation certificate as the sole basis for flight instructor renewal under **FAR § 61.197(c)** remains the option of the **FAA**.

e. The capability of a Flight Standards District Office (FSDO) to administratively process flight instructor certificate renewals is based upon that office's work priorities and available staff. Therefore, to avoid placing an undue workload on a particular FAA FSDO, sponsors who do not have an ACR on their staff are encouraged to contact well in advance the FSDO having jurisdiction over the area where the FIRC is presented to determine the capability of that office to handle the anticipated number of applicants for renewal. It may be advantageous to advise the FIRC graduates that they should present their certificates to the local FSDO for renewal at intervals rather than in large numbers at any one office on a given day.

f. Except in the case of flight instructor certificate renewal applicants who reside overseas and who satisfactorily complete an out-study FIRC, applications may be submitted by mail by the sponsor, showing acceptable identification verification. If submitted by mail, the mailed applications must contain complete documentation of all items necessary for renewal and be accompanied by the unexpired flight instructor certificate and FIRC graduation certificate. The applications must be mailed in time to reach the selected FAA FSDO before the expiration dates of those certificates. Otherwise, each applicant must present his/her certificate in person for identification compliance before the expiration of his/her flight instructor certificate or the expiration of his/her graduation certificate, whichever comes first. After processing, and provided the application is approved, the FAA will return the graduation certificate and a temporary flight instructor certificate to the applicant.

12. SCHEDULING OF CLINICS. The approved sponsor or organization shall notify AFS-800 of its intent to conduct FIRC programs not less than 45 days before the scheduled date of any clinic to be presented by the sponsor to permit FAA to make arrangements to monitor the clinic, as necessary. An annual listing of clinic locations and dates is highly desirable.

13. CHANGE OF CHIEF INSTRUCTOR. The approved sponsor or organization shall notify AFS-800 when a change in the sponsor's chief instructor is to be made. This notification should be made at least 45 days before the change, but in no case later than 10 days after the change.

14. CHANGE OF SPONSOR. Should a change in sponsor occur due to sale or other reason and no change in personnel occurs, the sponsors (both old and new) must notify AFS-800 within 10 days. If, however, the change in sponsor involves any change in personnel or the FIRC TCO, as approved, authorization to conduct FIRC's is canceled until the new sponsor has obtained FAA approval as outlined under paragraph 5. Only initial approval will be considered until the provisions of paragraph 17c have been met.

15. FAILURE TO COMPLY WITH AN APPROVED TCO. The failure of an organization or its representatives to comply with an approved course of training, or to effect such corrective action as deemed appropriate, is basis for denial or withdrawal of the FAA's approval and associated delegation of authority, such as for an ACR when designated. When revision to a previously approved TCO or related corrective action is determined to be necessary, the sponsor will be given no more than 60 days to effect the necessary revision or corrective action, as appropriate. Should the sponsor not effect the necessary revision or corrective action within 60 days, FAA approval and authorization to conduct FIRC programs will be automatically withdrawn.

16. GENERAL PROCEDURES REGARDING FIRC'S. Sponsors or organizations authorized to conduct FIRC's must maintain with AFS-800 a current mailing address, telephone and/or facsimile number, and a point of contact. Sponsors are expected to comply with the following general procedures.

a. Each attendee and/or FAA observer/monitor will be provided an opportunity to review a copy of the FAA-approved TCO upon enrollment or during the registration of attendees on site. However, the test questions used by the FIRC for its lesson, stage, or course completion evaluation may be given only to the FAA observer/monitor on request.

b. A FIRC program must be completed within the time periods specified in the approved TCO with all lesson and time requirements fulfilled during those periods. A graduation certificate may not be issued to a flight instructor attendee who has not successfully completed all curriculum requirements.

c. Academic institutions or vocational schools having state board of education approval and/or

national accreditation for a curriculum leading to an associate or bachelor's degree or to a certificate of completion in aviation science or similar course of study, may be approved on a case-by-case basis by **AFS-800** to conduct an **FIRC** over a period of time in excess of the 2 to 5 consecutive days; i.e., semester or quarter.

d. The TCO may not contain material, nor may any materials be presented during the **FIRC**, that is prejudicial or contrary to the FAR. An **FIRC** program is not a forum for disagreement with FAA policy or procedures. Rather, it should engender appropriate respect for the role of the FAA and a proper compliance disposition toward the FAR. Failure to meet this criterion may constitute grounds for withdrawal of FAA approval.

e. No sponsor may teach a part of his/her own FAA-approved **TCO** and a part of another sponsor's **TCO**. An approval to conduct an **FIRC** is limited solely to the **TCO** for which an FAA approval is held. Inclusion of any materials not approved in the **TCO**, regardless of the source, is prohibited.

f. Sponsors may use video and aural presentations to conduct part of the **FIRC** program. However, except for an out-study or at-distance curriculum submitted under paragraph 5c, the sponsor must limit video and aural presentation use to not more than 50 percent of the entire course hours. The information provided by video and/or aural presentations must be germane to the materials presented and each subject matter presentation must be moderated by an introduction and closure given by an instructor who is well versed in the materials presented.

g. An applicant for renewal of a valid and unexpired flight instructor certificate who, because of extenuating circumstances, fails to satisfactorily complete all of an **FIRC** sponsor's program may, at the discretion of the sponsor, attend a later scheduled **FIRC** program presented by that same sponsor. Upon full and satisfactory completion of that sponsor's **FIRC** at a later date, the attendee may be issued a graduation certificate. This procedure is not intended to permit an attendee's intentional absence from any part of an **FIRC** sponsor's program for other than unforeseen (emergency) circumstances.

17. FIRC APPROVAL PROCESS. **TCO's** should be submitted for consideration by **AFS-800**,

as described in paragraph 5. The FAA will conduct a thorough review of the **TCO** and, when all requirements of this AC have been met, an initial approval will be issued. Final approval may not be issued until a satisfactory evaluation of the **FIRC** has been completed by FAA.

a. Upon finding that the TCO is in compliance with this AC, the original and a copy of the **TCO** will be stamped "approved" in the space that has been provided on each page in accordance with paragraph 6 and the original returned to the applicant. The **TCO**, when approved, will be accompanied by a cover letter from **AFS-800** stating that initial approval to conduct **FIRC** programs has been given. The stamped **TCO** with the cover letter constitutes authority to conduct **FIRC's** at locations either within or outside the United States. The initial FAA approval may be withdrawn at any time for sufficient cause but, in any case, will become invalid on the last day of the 24th month after the month in which approval is given, unless continuation of approval has been requested.

b. Continuation of initial approval may be granted or extended beyond the scheduled expiration date for an additional 24 months if the sponsor has notified **AFS-800** by letter of its desire to continue to provide **FIRC** programs at least 90 days in advance of the scheduled expiration date. In no case will a second extension of 24 months be granted unless the **TCO** has been updated to reflect current policy, procedures, and regulations and the FAA believes that final approval will be warranted.

c. FSDO's having geographic jurisdiction over the locations where **FIRC's** are presented are expected to monitor these programs to the extent possible. When an initially approved **FIRC** has been sufficiently monitored to determine that it is fully satisfactory, final approval may be given.' When **FSDO** personnel have monitored an **FIRC** program and have found it fully acceptable, the **FSDO** should notify **AFS-800** of this fact by letter. The letter must state the date, location, and findings relating to the monitoring. A letter stating that the **FIRC** has been observed to be in conformance with the provisions of this AC and the FAA-approved **TCO** will be forwarded by **AFS-800** to the **FIRC** sponsor. The letter and the approved **TCO** will constitute final approval of the sponsor to conduct **FIRC's** in accordance with this AC and the approved **TCO**. This final approval

may be rescinded or withdrawn for sufficient cause, but will otherwise remain in effect until the last day of the month after the month in which final approval is given.

18. FIRC RENEWAL, WITHDRAWAL, OR CANCELLATION.

*a. **FZRC sponsors holding final approval** who desire to renew their authorization to conduct **FIRC** programs beyond the date of original expiration must state their request by letter to **AFS-800** at least **90** days before to the original expiration date. **It is the sponsor's responsibility to ensure that its FIRC approval has not expired. Should the FAA's approval of an FIRC expire, a graduation certificate issued by the sponsor is invalid and may not be honored. Additionally, an ACR designation, if held, is no longer valid and may not be used.***

*b. **Upon a finding by AFS-800 that the TCO reflects current AC requirements** and that the **FIRC's** program is acceptable and in compliance with the AC and the FAA-approved **TCO, AFS-800** will renew the approval and establish a new expiration date. Failure to comply with the FAA-approved **TCO** or this AC, or the failure to incorporate necessary changes to the existing **TCO** when so directed by **AFS-800** in writing, may be sufficient cause for withdrawal of the approval.*

*c. **If AFS-800 has not received a letter from the FZRC sponsor** requesting renewal as described above or, if the sponsor requests to surrender its authorization, the FAA will return all materials originally presented by the applicant and accompanied by a letter stating that the sponsor's FAA approval has been canceled and no further clinics may be presented. If undeliverable, the FAA will not be responsible for retaining the **TCO** or locating the sponsor. To **re-establish** approval, the applicant must then comply with the original application procedures as outlined in this AC.*

19. APPLICATION AND APPROVAL OF AN ACR EMPLOYED SOLELY BY AN FIRC SPONSOR (ONLY FIRC'S THAT HAVE BEEN GIVEN FINAL APPROVAL MAY APPLY FOR AN ACR).

*a. **Except for FZRC sponsors who were previously authorized an ACR designee on their staff,** only sponsors or organizations presenting **FIRC's** which have received final FAA approval and have*

presented three or more **FIRC** programs each **12** months, or which have a designated pilot examiner on staff, are eligible to apply for an **ACR** under this AC.

*b. **Application for the-designation of an ACR** authorized to issue flight instructor certificate renewals to eligible course graduates of specific **FAA**-approved **FIRC's** should be submitted by letter to the **FSDO** having jurisdiction over the area in which the applicant's principal business **office** is located. The **FSDO** receiving the application will forward the request for **ACR** designation and the **FSDO's** recommendation through the appropriate regional office to **AFS-800** for review and concurrence with the action indicated.*

*c. **The sponsor or organization presenting an FAA-approved FZRC** that is eligible for designation of an **ACR** may request such designation for one or more responsible members or employees of the organization represented by submitting a letter of request containing at least the following information:*

(1) The original date of FAA approval of the sponsor to conduct the **FIRC**.

(2) The number of programs given in the **12-month** period immediately preceding the request for an **ACR** designation.

(3) The number of attendees issued graduation certificates, the number of graduation certificates denied, and the reasons for the denials.

(4) The number and location of programs scheduled and the expected number of attendees for the **12-month** period immediately following the date of request for designation.

*d. **General Eligibility and Experience Requirements.** A candidate employed solely by an **FIRC** sponsor, applying for designation as an **ACR** must:*

(1) Be at least **21** years of age.

(2) Hold at least a commercial pilot certificate.

(3) Hold a flight instructor certificate with at least one aircraft category rating, or hold a ground instructor certificate with an advanced rating.

(4) Have a good record as pilot in regard to accidents, incidents, and violations.

(5) Have a reputation for integrity and dependability in the industry and the community.

(6) Have been employed as either a chief flight instructor, assistant chief flight instructor, or ground instructor of an FAA-approved pilot school, or have held a management or administrative position in a pilot school that is superior to the chief flight ~~instructor~~ designated for each course of training conducted by the school under examining authority, for at least **12** months immediately preceding application for designation as an **ACR**.

(7) Have a written recommendation from the **FIRC** sponsor when the candidate is a person other than the sponsor.

e. ACR Privileges and Limitations. An **ACR** is authorized to accept applications for the renewal of a valid flight instructor certificate from **FAA**-approved **FIRC** graduates. The **ACR** may accept applications only from eligible course graduates of the **FIRC** named on the examiner's Certificate of Authority and Certificate of Designation.

(1) After reviewing the applicant's attendance/training record and eligibility, an **ACR** is authorized to renew the valid flight instructor certificate of an **FIRC** graduate who meets the requirements of FAR § 61.197(c).

(2) An **ACR** is *not* authorized to conduct any written or practical tests in connection with **ACR** duties.

20. ACR DURATION, RENEWAL, WITHDRAWAL, OR CANCELLATION.


a. An ACR designation expires the last day of the **12th** month following the month in which designation is made and may be renewed for a period not to exceed another **12** months on a recurring basis.

b. Renewal of an ACR is not automatic. Application for renewal of an **ACR** must be submitted to the **FDSO** of jurisdiction at least **60** days before the date of expiration. The request for renewal will again be coordinated with **AFS-800** for concurrence before renewal is granted.

c. FAA approval of an ACR may be withdrawn based on an unsatisfactory inspection or monitoring by **FAA**, when discrepancies are noted in the **FIRC** sponsor's program, or when the associated **ACR's** certification files are not corrected in a satisfactory or timely manner. The issuance of a flight instructor certificate renewal based upon successful completion of an **FIRC** when the applicant did not complete all renewal requirements within the 2 to 5 consecutive day period will constitute cause for withdrawal of the **ACR** designation unless the issuance is based on satisfactory completion in accordance with paragraphs **16c** or **g**.

d. The designation of an ACR who fails to apply for renewal, as described in paragraph **19**, will be canceled. Failure of an **FIRC** sponsor to obtain **ACR** renewal or cancellation of the **FIRC's** authority will also cancel the designation of any **ACR's** in its employ. The reappointment process for an **ACR** will be the same as for original designation. Notification of cancellation of the **ACR** designation will be issued in accordance with appropriate **FAA** guidelines and procedures. The appropriate file(s) will be returned to the sponsor holding the **ACR** designation.

21. DISPOSITION OF CERTIFICATION FILE. An **ACR** forwards each certificate renewal file, complete with a signed **FAA Form 8710-4**, Airman Certificate and/or Rating Application, and the original of **FAA Form 8060-4**, Temporary Airman Certificate, within 5 days of the **FIRC** completion to the **FSDO** having jurisdiction over the area where the **FIRC** program was conducted. A copy of the **ACR's** letter of designation should be included with the submitted files when sent to other than the designating **FSDO**.



Thomas C. Accardi

Director, Flight Standards Service

APPENDIX 1. REQUIRED INSTRUCTIONAL SUBJECTS FOR FAA-APPROVED TCO CURRICULUMS

The subject areas described below are those in which instruction is required to be given by holders of authorization to present FAA-approved **FIRC** curriculums. These subject areas may be combined when the subjects are such that teaching them in combination is appropriate. However, these subjects must be taught **in** logical succession in cohesive units consistent with the attendees' "need to know" and their ability to understand the subjects and their application.

These subjects may be taught either individually or combined. However, the instruction presented must be clearly identifiable as relating to the required subject(s) listed herein. Not less than **12** hours of ground instruction in subjects selected from the list that follows must be given in each **FIRC** program when presented. It is intended that not less than **30** minutes will be devoted to any one of the following **12** individual core subjects.

CORE SUBJECT AREAS

1. Aerodynamics
2. Flight Information Publications
3. Human Factors
4. Weather
5. Regulations and Airspace
6. Collision Avoidance Procedures
7. Instructor Professional Responsibilities
8. Fundamentals of Instruction
9. Teaching Flight Maneuvers and Procedures
- 10. Teaching Flight Safety**
- 11. Transition Training**
- 12. Recurrency Training**

RECOMMENDED SUBJECT OUTLINE

1. Teaching Aerodynamics
 - a. Controlling Lift and Drag
 - b. Stall/Spin Considerations

- c. Flight at Critically Slow Airspeeds
 - d. Aerodynamic Limitations of Flight
2. Flight Information Publications
 - a. FAA Publications and Advisory Circulars
 - b. Practical Test Standards
 - c. Aeronautical Charts and Other **Publica-**
tions
3. Human Factors
 - a. Aeronautical Decision Making and **Judg-**
ment Training
 - b. Cockpit Resource Management
 - c. Risk Assessment
4. What Pilots Need to Know About Weather
 - a. Sources of Information
 - b. Assessing Weather Information
 - c. Recognizing Visual Indications of Change
 - d. Analyzing Special Weather Phenomena
and Hazards
5. Regulations and Airspace
 - a. Certification Rules for Pilots and Flight
Instructors
 - b. General Operating and Flight Rules
 - c. Airspace Classifications and Chart Depic-
tions
 - d. Special Use Airspace
6. Collision Avoidance/Precautions
 - a. See and Be Seen Concept and its Limita-
tions
 - b. Visual Scanning Techniques
 - c. Accuracy in Position Reporting by Pilots
 - d. Monitoring Appropriate Communications
Channels
7. Instructor Professional Responsibilities

- a. Training Oversight/Student Supervision
- b. Regulatory Requirements/Authorizations
- c. Recommendations for Practical Tests
- d. Certificates and Documents
- 8. Fundamentals of Instruction
 - a. Construction and Use of Lesson Plans
 - b. Learning Plateaus
 - c. Teaching Levels
 - d. Effective Communications
- 9. Teaching Flight Maneuvers/Procedures
 - a. Analysis and Performance of Maneuvers
 - b. Stall/Spin Awareness Training
 - c. Airport Operations
 - d. Maximum Performance Maneuvers
 - e. Attitude Instruments (Full and Partial Panel)
- 10. Teaching Flight Safety
 - a. Analysis of Accidents/Incidents

- b. Checklist Use
- c. Use of Performance Charts and Graphs
- d. Weight and Balance Considerations
- e. Avoiding Wake Turbulence
- f. Abnormal and Emergency Procedures
- g. Teaching by Example
- 11. Transition Training
 - a. Instructor Qualifications and Training Standards
 - b. Adapting a Master Syllabus
 - c. Documentation of Training Provided
- 12. Recurrency Training
 - a. Regulatory Requirements
 - b. Training Goals and Objectives
 - c. Flight Review and Wings Program

NOTE: Additional sponsor-selected subjects (elective subjects) may be added under the provisions of paragraph 7d of this AC.

APPENDIX 2. SAMPLE SEQUENCE OF TCO CONSTRUCTION

1. Cover page of **TCO** identifying the **FIRC** sponsor by name, address, and approval date.
2. **TCO** table of contents with verbatim list of all subjects to be presented-&d clearly identified as either “core” or “elective” subjects.
3. A daily schedule showing start and stop times for each lesson to be presented.
4. The name, address, and telephone and/or facsimile number of a continuously available point of contact.
5. A revision summary page.
6. A description of the classroom facilities and training aids to be used.
7. The name and qualifications of the chief instructor.
8. The name and qualifications of other instructors, lecturers, moderators, or panelists.
9. Course enrollment prerequisites and remedial training policy of the sponsor.
10. A course overview and acknowledgement of **FIRC** procedures required to be addressed in each **TCO** by this AC.
11. Course, stage, lesson objectives, and completion standards. ↓
12. An index of alternate lesson plans if alternate lesson plans will be used.
13. Review and evaluation questions with source reference and answer key.
14. A sample graduation certificate.

U.S. Department
of Transportation
**Federal Aviation
Administration**

~~800~~ Independence Ave., S.W.
Washington, D.C. ~~20591~~

FORWARDING AND RETURN
POSTAGE GUARANTEED

Official ~~Business~~
Penalty for Private Use ~~\$300~~

BULK MAIL
POSTAGE & FEES PAID
FEDERAL AVIATION
ADMINISTRATION
PERMIT NO. ~~G-44~~